

LETTER OF INTENT for Physician Assistant Incentive Applicant

Dear TRP Incentive Review Committee:

I understand that the Tennessee Rural Partnership (TRP) Incentive Program for Physician Assistants seeks physician assistants who want to explore a career in a rural practice. The Program allows me to experience practice in a rural community by completing a rural rotation for the length of time my program requires, as defined by TRP, but no less than two weeks, as defined by TRP. Following this rotation experience, I will decide if I want to pursue a practice opportunity in a rural Tennessee community, as defined by TRP.

I may complete a rotation at my place of employment if (1) that facility is located in a rural area of Tennessee and (2) the facility accepts TennCare patients and/or uninsured patients. If necessary, I will work with TRP to find an eligible rotation site.

After completing Steps 1 and 2 as described below, I will decide whether to pursue a rural practice following graduation. If my decision is not to pursue a rural practice, I will notify the Program contact person (denise.primm@tnrp.org) and my obligation will be complete after I return the required TRP survey.

If I decide to work at a rural practice, I will be eligible for Steps 3 and 4 as outlined below and will sign an agreement outlining in more detail expectations for those steps.

Steps Available to Physician Assistant Incentive Participant

For each step attempted, if the Participant does not complete the step, they must refund to TRP all money received for that step within thirty (30) days.

► **Step 1:** First, I will have my current program coordinator and one other professional preceptor send TRP letters of recommendation emphasizing my interest in a rural practice and my suitability for this practice setting within seven (7) days of signing this Letter of Intent. The letters of recommendation shall be sent by e-mail to denise.primm@tnrp.org. Next, my letter of intent, along with the two letters of recommendation, will become part of my application packet and will be submitted to the TRP Stipend & Incentive Review Committee for approval.

Upon approval of my application by TRP's Review Committee TRP shall pay to me the sum of \$2,500. This payment will assist with my travel, lodging, and other expenses incurred related to the rotation period.

► **Step 2** is completion of a rural rotation. If Participant finds their own rotation site, they must provide TRP with site name, address, preceptor contact information (phone and e-mail), and confirmation that site is in a rural area and provides care to TennCare patients.

At the end of the rotation, if the Participant has incurred over \$2,500 in expenses, the Participant may receive additional reimbursement of UP TO \$5,000 for travel, housing, and other **documented** expenses incurred. Expense/mileage reports with receipts must be forwarded to TRP (denise.primm@tnrp.org) by the following dates in order for checks to be processed: March 31, June 30, September 30, and December 31. No exceptions will be made for missing receipts and/or late reports. Late reports will be processed the following quarter.

Within 30 days of completing their rotation, the Participant will notify TRP (denise.primm@tnrp.org) of their decision whether or not to pursue a rural practice. If the decision is not to pursue a rural practice, TRP will send the Participant a survey and their obligation to TRP will end upon completion and submission of the survey.

► **Step 3** begins when Participant signs an agreement to practice in a TRP-approved rural practice site. The site will either be selected from opportunities offered to the Participant through TRP's job database OR a site found by the Participant that meets TRP's criteria of a rural community and which accepts TennCare patients. Participant must check with TRP to make sure any site they find is in the TRP database. If the site is not in TRP's database the recipient must insure that the **practice site** enters their information into [TRP's practice site database](#) before the Participant signs an employment contract. This is accomplished by going to the following site: <https://secure.tha.com/tnrp/OppEntry/OppEntryMain.asp>.

Participant will receive an additional \$7,500 at the end of their first year of clinical practice at the approved site. A letter confirming completion of one year of employment must be submitted to TRP (denise.primm@tnrp.org) from the practice site on company letterhead and be signed by the CEO or HR Director.

► **Step 4** occurs when the Participant finishes their second year of practice at the TRP- approved site and completes a survey evaluating their experience. A letter of confirmation from the practice site must be on company letterhead, signed by the CEO or HR Director and submitted to TRP (denise.primm@tnrp.org). At that point the Participant will receive an additional \$10,000.

Current Requirements

Concurrent with signing this letter of intent, Participant will [enter TRP's database by completing a Clinician Entry Form on our web site](#) and begin receiving job profiles that match their criteria. TRP will not share Participant's information with a practice site until given permission by Participant to do so.

My signature below declares that I understand my obligations and will notify TRP after each step of the process to confirm my intent at that point. If I do not complete a step for which I have received monies, I must refund to TRP all monies received for that step within thirty (30) days.

Sincerely,

Recipient's Signature

Print Name

Date